North Central Regional Transit District
Board Meeting
Friday, March 2, 2012

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Chair Rosemary Romero at 9:00 a.m. at the Santa Fé Convention Center, Santa Fé New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Roll call indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	Councilor Geoff Rodgers	Ms. Anne Laurent
Taos County	Commissioner Dan Barrone	
Santa Fé County	Commissioner Kathy Holian	
Rio Arriba County		
Ohkay Owingeh		
Pojoaque Pueblo	Mr. Tim Vigil [T]	
San Ildefonso Pueblo	Mr. Raymond Martínez [T]	
Santa Clara Pueblo		Ms. Mary Lou Valério

Tesuque Pueblo		
City of Santa Fé	Councilor Rosemary Romero	Mr. Jon Bulthuis
City of Española	Councilor Robert Seeds [T]	

Staff Members Present
Mr. Tony Mortillaro, Executive Director
Ms. Linda Trujillo, Service Development & Projects Manager
Mr. Gus Martínez, Transportation Manager
Mr. Peter Dwyer, Counsel for NCRTD
Ms. Kelly Muniz, Financial Director
Mr. Ivan Guillen, Regional Manager
Ms. Judith Amer, City of Santa Fé
Mr. Mike Kelly, Santa Fé Trails
Mr. Andrew Jandáček, Santa Fé County
Mr. Mike Swallow, consultant with Personnel Systems & Services

4. INTRODUCTIONS

Those who were present introduced themselves to the Board.

5. APPROVAL OF AGENDA

There were no changes to the agenda.

Commissioner Holian moved to approve the agenda as presented. Commissioner Barrone seconded the motion and it passed by unanimous voice vote.

6. APPROVAL OF MINUTES

- **Minutes of Special Meeting on February 1, 2012**
- **Minutes of Regular Meeting on February 10, 2012**

Commissioner Holian moved to approve the minutes of February 1, 2012 and February 10, 2012 as presented. Commissioner Barrone seconded the motion and it passed by unanimous voice vote.

PRESENTATION ITEMS:

A. Presentation to Honor Chair and Board Director Rosemary Romero for Service to the NCRTD

Mr. Mortillaro spoke about the valuable service given by Councilor Romero while serving as Chair and Board Member on the NCRTD Board. He presented a token of the Board's appreciation to her. Several Board members thanked her for her service and the quality of her contributions.

Chair Romero said she would enjoy devoting her time to her business.

B. Presentation of Recognition for Retiring NCRTD Staff Member Ivan Guillen

Mr. Mortillaro spoke about Mr. Guillen's service as Operations Manager for the NCRTD. He started with the District in 2007 and during that time made a great contribution to make sure the buses were running and on time, well maintained, etc. That was the way he operated the system. He helped with the consolidation of the Rio Arriba County transit system with the NCRTD and which now had grown to 22 routes and many more drivers all due to his great efforts. He was a great addition to the staff and was appreciated for his service. On behalf of staff and Board of Directors, Mr. Mortillaro thanked him for his five years' service to the NCRTD.

Mr. Guillen thanked the Board and staff for recognizing his service. He opened a present from the NCRTD and thanked them for it. He said, "It's been a wild ride with the NCRTD since 2007." He said before 2007 he was involved with the NCRTD through the City of Española. He related that when people got on the bus they told him how it had helped their lives. He was grateful to Josette Lucero, Linda Trujillo and Jack Valencia for their help. He urged the Board to continue shepherding the NCRTD. He felt they had a great future ahead and was a system that people could depend on to get where they needed to go. He was looking forward to a little rest and might work some more.

ACTION ITEMS FOR DISCUSSION/APPROVAL

C. Approval of Resolution No. 2012-07 Establishing and Defining the NCRTD Subcommittee

Mr. Mortillaro introduced the issue regarding the current status of the Subcommittee. The current committee deals with finances and personnel so there were responsibilities that were not financial. The only member required to attend was the chair, Tim Vigil and the meetings were open to any board member who was available. So he never knew who was going to attend. Because of that, Mr. Vigil prepared some recommendations for proposed changes.

Mr. Vigil said he asked staff members some questions about the committee when he took over and was told there were no permanent members of the committee. That seemed difficult for getting things done. So his recommendation was to have five board members as permanent Subcommittee members with one from each of the four counties and one from tribal membership. He hoped the cities would be adequately represented by the counties on the subcommittee.

Chair Romero thought it was a good move. She had shared it with Mayor Coss. Mr. Caldwell had graciously accepted the Subcommittee Chair position before becoming the Taos County Manager. It was difficult to be the chair and have a full understanding of all of those issues. He had realized the need for

consistency and now Chair Romero hoped there would be more committee work done between meetings of the Board so that the Board meetings might be scheduled for every other month. That was a future issue.

Mr. Mortillaro outlined some of the proposed responsibilities for the new structure. They included financial policies, making modifications in long term financial policies, drafting of the budget and budget modifications to be brought to the full board for review and approval. They would participate in conferences with the auditors. The auditors wanted to see a finance committee involved in the audit process.

The Board could request the committee to review other items as they were referred to the Subcommittee. The committee was required to meet 4 times a year for budget and audit purposes. The bylaws indicated the Board Chair appointed the chair of the subcommittee. If a vacancy occurred, it would be brought to the Board.

Councilor Rodgers agreed they wanted to have a committee charged with these items and he certainly supported it.

Chair Romero hoped that the Board would adopt this proposal. The recommendation was on the third page and there were 8 items that went with the resolution.

Councilor Seeds asked for clarification on voting. He asked if the votes would be weighted and thought if they were some decisions could be a majority of the full board.

Mr. Mortillaro explained that the quorum rules included having six members present for a quorum of the Board so this would not be a quorum with five members and would only make recommendations to the Board.

Councilor Seeds asked if even with the weighting of vote they still had to have six members.

Mr. Dwyer agreed. He clarified that it was not in the bylaws but by rule that a quorum was a majority of members and a majority of weighted votes. A quorum had to have both.

Councilor Seeds thought they had meetings where there were less than six members present.

Mr. Dwyer thought they might have done it incorrectly at some time in the past. A year ago the issue came up and since then they have made sure there were six members present and had a majority of weighted votes present.

Councilor Seeds thanked him for that information.

Commissioner Barrone said they needed to move forward with this.

Ms. Amer suggested a revision that would provide in membership "four counties or two cities" that wouldn't preclude a county representative.

Mr. Mortillaro clarified that no one was excluded from participating at meetings but they needed to have

each county represented. With the proposed modification Santa Fé County and the City of Santa Fé could pick up two of the 4 seats and that was what they were trying to avoid. It depended on what the Board was most comfortable with. The public could attend as well but they needed equal representation from all counties in the district.

Ms. Amer understood the whole idea was to have 5 director members. She asked if they were to be appointed by the Chair.

Chair Romero agreed - the chair and five members.

Councilor Rodgers suggested they might change it so that a city representative could be substituted for the county representative.

Mr. Mortillaro said they utilized the word "director" to mean the elected official board member.

Chair Romero noted that Mr. Caldwell was not an elected official. Councilor Rodgers had proposed to change it to say that counties might be represented by a city representative within the county.

Councilor Rodgers said he meant director or designee.

Councilor Rodgers moved to approve the proposal as amended with the addition that counties might be presented by a city representative within the county. Ms. Valério seconded the motion and it passed by roll call voice vote with Los Alamos County, Rio Arriba County, Santa Fé County, Pojoaque Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, City of Santa Fé and City of Española voting in favor and none voting against.

Mr. Vigil thought this would help and thanked the Board.

D. Presentation and Discussion of 10 Year Capital Investment Plan and Possible Board Action

Mr. Mortillaro said this was required by the financial policy and the purpose was to plan over an extended period of time to ascertain what equipment was needed and have a replacement plan for them. It also incorporated what other funds were needed. A lot of it was taken from the financial policy.

He explained that this was only a planning document and any specific appropriation must be approved by the Board. So the numbers in the plan were only estimates. It could only be spent if the funds were in the current budget and had been approved by the Board.

The first set of expenditures provided a detailed listing on a spreadsheet that gave the original purchase date and when it needed replacement.

Mr. Martínez said they used the rules of NMDOT in this schedule. For the vehicles it used mileage and anticipated mileage. Some buses were estimated at 75,000 miles per year. So some of the buses had over 100,000 miles for two years of service.

Mr. Mortillaro went to the next item - maintenance of vehicles - those were components that would go in the maintenance facility. This would take place after building the District's own facility. It would require having some equipment to do it in-house.

Mr. Mortillaro explained that in the building the HVAC on the outside had to have a plenum for the distribution system. They put the grey sealing tape around the joints and it looked horrible against the blue building and looked poorly done. He didn't want to do a change order and wanted to correct it if money was available in the budget. He needed to find a way to correct it.

Chair Romero asked if that was to be in the 2013 budget.

Mr. Mortillaro agreed. It would be done with metal that matched the color of the building.

Mr. Mortillaro went next to the maintenance facility. The plan had been to have a full-blown maintenance facility and there was room physically there but for light maintenance only. There was no lift in it and very little equipment. Mr. Davenport had indicated they would only be able to put in a lift that would accommodate a 12-passenger van or lighter.

Consequently, they needed to contract out the rest of it. He would come back to the Board later with a discussion on contract maintenance and in-house maintenance. If they did in-house maintenance they would have to build a facility for it. There was plenty of room for it but the cost would need to be determined and a cost-benefit study undertaken. Some of that was done a few years ago but it needed to be refined much further. And if they decided to build it they would need to determine how to get the funding for it.

Councilor Rodgers asked for clarification whether some work could be done there.

Chair Romero agreed - some could be done on location.

Mr. Bulthuis commented that internal control was better.

Mr. Mortillaro said this was scheduled in the FY 17 plans and the Board would have more time to discuss it. The bus parking area at the new site wouldn't be paved but would just have base course only at present time. It would have lighting but no paving. It is something the Board needed to look at in the future. It was not included in FY 13 but he hoped for FY 14 to bring it forward.

The plan included a bus protective awning. At present there were no bus covers. This was an estimate to construct those awnings for buses to park under. It was a best guess and he would get additional information from Los Alamos County.

The next item was photovoltaic panels and electrical conversion. A lot of the reason for this project was environmental. He wanted to investigate the possibility of putting PV panels either on the building or the bus awning. It was one way to reduce energy costs. It needed to be fleshed out more and he had put it in as a placeholder.

Commissioner Holian asked for something about timing on it.

Mr. Mortillaro said the main reason was that he had not been able to do the legwork yet. There were companies that would do it for a very low cost but they would take the power. So it required a bit more investigation if the Board felt it should be done sooner.

Chair Romero said for future action they would be approving this ten-year plan. If the Board wanted to move it up sooner that would be fine.

Mr. Mortillaro said he had considered if it was possible to use the land there for some additional type of purpose that would generate revenue. Perhaps they could consider some mixed-use venture that would generate on-going revenue for the district and also provide tax revenue for Española. If it was viable, he would like to explore further with the City of Española how they could do that.

At one time that property was going for commercial development. That was what was envisioned there for this commercial corridor in Española so it had a lot of value. On Riverside it was most valuable and the District would have put the facility on the back of the property if there had been no existing building there.

For the future he wanted to bring forward in the budget a company to help with developing it. It would involve the City and then come to the Board for approval. That was the thinking behind that item.

The next was federal reporting and software and Ms. Trujillo would address it.

Ms. Trujillo said they had been looking at securing vehicle location tracking software for a while. They needed to move forward away from the manual system and make it more viable for reporting. The District was part of a group being looked at. Eventually they needed to come out of dark ages of transit.

Mr. Mortillaro clarified that with the software they would be able to locate the vehicle at all times and know the estimated time of arrival for each of them.

Mr. Bulthuis spoke briefly to the investment. It was all inaudible.

Mr. Mortillaro said Atomic City Transit was also looking at this. Eventually it would allow a customer on a smart phone to know where the bus was and when it would likely arrive so there were a lot of apps that could benefit the RTD. There was a question about whether it would work in Taos Canyon and there were other questions to be answered.

Mr. Mortillaro went to the next item - the need for 75 bus shelters. Instead of trying to acquire all of them in one year, this spread it out over 5 or more years.

Linda said they had 52 shelters installed now but had close to 300 stops. Not all stops would have a shelter but most of them would. Now they needed 75 and they had to be designed to meet ADA standards. That meant they were expensive and in the future could cost more. The shelters had to have a concrete pad and be permanently attached to the pad. Some of them might need heating.

Commissioner Holian asked about the determination of shelter locations.

Ms. Trujillo said for the priority of locations they would look at the driver reports about where the majority of riders were picked up.

Chair Romero commented that this was subject of a couple of recent articles in newspapers.

Ms. Trujillo said their intent was to spread it out over several years and use prioritization.

Mr. Mortillaro said some could be powered by PV panels to provide either heating or lighting or both.

Councilor Seeds thanked the staff for looking at PV and bus locators. It would help riders to be more patient, especially when weather was bad.

Mr. Mortillaro went next to the updated service plan. They last updated this in 2008 and they were good for 5 years. He suggested they might combine this with the Santa Fé MPO who were undertaking transit coordination studies now. They were spending money for it and the RTD was too. By combining efforts the District could utilize some of their resources. The MPO was open to it and they would discuss it further. In resource planning they wanted to avoid duplication.

Mr. Mortillaro went next to the fueling facility. The Board already knew about the card system and the RTD now paid retail rates for gasoline with the cards. But having an owned fuel facility the RTD could have wholesale rates except for in Taos and Santa Fé. This would require purchasing and installing an approved 2000 gallon gasoline tank. Delivery charges and the size of the tanker must be considered.

Ms. Amer made a comment about moving that item up on the schedule.

Mr. Mortillaro said they could move it up. The Board would get another shot at it when the budget was brought to the Board.

Chair Romero thought this was a good idea.

Councilor Seeds said he couldn't hear much of this report but really appreciated Mr. Mortillaro and staff efforts to run the program efficiently and offer better services. He looked forward to getting more information on these things and the cost savings that would result.

Mr. Martínez said they operated in Taos and Santa Fé and the main facility was in Española. Some drivers used their own water to wash the bus and their own electricity to clean the bus. That was going above and beyond and they needed to find a way to provide that through the county or city before deciding that none of those options would work. A small maintenance facility in Taos and Santa Fé might take care of the need. They were making do right now but needed to find the best way to have satellite facilities in the future. He didn't know if $25,000 was enough for a shed there.

Ms. Amer asked about renting instead of building one.

Mr. Mortillaro agreed that was what they were going to try to do first.

Chair Romero said plan A would be renting or working with counties to address the issue - at least acknowledging that they had the issue.

Mr. Mortillaro went next to schedule holders at shelters. They would put up holders at bus stops and put schedules in them and NCRTD signage. They had not had the resources to do that before. They estimated that they would need 100 for people at the stops who wanted to see the schedule for this route. Thanks to those who have helped do that but they shouldn't have to rely on others to do them.

Ms. Trujillo said they had bus stop signs at a majority of stops but were still short. The schedule holders were four sided and would go on the bus stop pole. They would do it on a conjunctive basis.

Mr. Mortillaro said they would also put in trash receptacles where possible. They wanted to be a good corporate customer in the communities.

Councilor Seeds asked who was responsible for schedule postings and trash pick-ups.

Mr. Mortillaro said they didn't have staff now to do it but in the upcoming budget they would request adequate staffing for it. They had a volunteer in Taos doing it.

The last item was WiFi on buses. They wanted to start looking at that because some were lengthy routes and people had needs for them. There would be equipment and monthly service costs. They wouldn't do it on all routes but maybe for Edgewood and Taos.

A Board member noted they had a huge district and there were a variety of technologies. But at every single meeting there was trouble with telecommunications. He suggested that they look into a systematic way to have two-way communications for all the members.

Mr. Mortillaro said they would have the equipment to do that at the new facility - not analog but VOIP. And he hoped they would have their own server posted on Cloud. They could do it through a company called IP 5280. He agreed it was a large problem. Fiber optic cable was coming to their location now. They might not be up and running by the time we occupy it in June. He didn't think they would turn on only a part of their network so the RTD might have to purchase one line on a month to month basis. It would cost about $700-800/month for a T-1 line. The building was wired for the latest technology. But they could use a laptop and a camera and see everyone on the screen. He still wanted people to be physically present but they could use that resource when necessary.

The question was really how to pay for all of this. The RTD policy has been to pay as we go and it was very hard to obtain financing for some of it. They would go after federal funding first. Most of them had an 80/20 match requirement and the balance would have to come from reserves for these one-time purchases. At the bottom of the report were the totals and what the local match would be.

Most importantly was how it looked in the strategic plan. He met with the Los Alamos County Council and they worked out the NCRTD future allocation and the Council still needed to approve those but he had

a good indicator on what those would be. He integrated those into a best case and moderate case scenario which were not in the packet. Mr. Mortillaro handed copies out to those present.

The hand out included the worst case scenario but that wouldn't happen because it had no money from Los Alamos County.

He made some modifications that were highlighted in yellow and red. For 2012 GRT revenue he now projected a decline from Los Alamos County and a slight decrease from Rio Arriba County but an increase from Santa Fé County and Taos County. He thought 2012 would provide $94,000 more than originally estimated. It was based on YTD raw data. What he did for 2013 was to lower the estimate to what they were seeing now. Santa Fé County seemed to be rebounding and Rio Arriba County had a glimmer of hope. They were not sure about Taos County but were being conservative in the estimate.

Councilor Rodgers said Los Alamos was expecting a 15% decrease next year.

Mr. Mortillaro said he kept close touch with the Los Alamos financial officer and what the Lab was doing. The Lab was accurate in forecasting. They utilized credits on future tax years and had great expertise in it.

The Board briefly discussed an article in the Los Alamos Monitor.

Mr. Mortillaro said Councilor Rodgers made a motion to allocate $400,000 for three years and now it was $520,000, $450,000 and $400,000 over the next 3 years.

Councilor Rodgers explained the multi-year thinking which was a compromise.

Mr. Mortillaro said it was a reduction from prior years but at this point, it was a 3 year commitment the District could work with. And it wouldn't preclude approaching the Los Alamos Council in the future. The changes at the lab will have an impact on them and the region in the future. While he was at Los Alamos a plan was developed on the footprint of the complex (3 years ago). Some of that had been resurrected and might find itself through Congress - how to balance the budget for the long term.

Councilor Rodgers' comment was inaudible.

Mr. Mortillaro said their cost allocation in return for regional services would decline or remain flat. But it wouldn't change the percentages approved in FY 12 - 20% for Los Alamos County, 14% for Santa Fé City, a percentage for the Rail Runner and then a percentage for the other county services.

He pointed out that if federal funding remained flat it was evident here that the RTD would be doing okay. If any of those change, he would bring it back to the Board for changes. Service reduction would be the last thing reduced.

Chair Romero said the negotiations with the Rail Runner for 50% of the Santa Fé GRT were ratified with a modification.

Mr. Mortillaro went to the moderate scenario and described what would happen. Los Alamos revenue was driving the 6.49 figure there.

There might be other changes there and if they got only 50% from the feds they would use the 30% reduction number in the strategic plan. The federal allocation was still not known because they had not come to decision on funding yet. He would probably hear more next week at the legislative conference in D.C.

Mr. Mortillaro said DOT changed their formulas in November in anticipation of lower funding. It would be the rural areas that would get that money like the RTD. Depending on where their costs were, the threshold would determine what this District would get.

He assured the Board that the District would get through this economic condition and would have to take some action if the worst happened. In the meantime he would closely monitor it.

Commissioner Holian asked if Edgewood went to a larger bus how that would fit into the replacement schedule.

Mr. Mortillaro said there was an increase in some of the current passenger sizes. He would come back to it later.

Mr. Martínez said they got an award and had some buses that were a bit larger. The 28 passenger size was already in the fleet and would be used for Edgewood.

Mr. Mortillaro added that they were providing the training for CDL licenses for the drivers thanks to Santa Fé County funding. When they were driving the drivers become RTD employees. It was becoming a very popular route and would continue to rise as gas prices went up. So they were moving from a 14 passenger to a 28 passenger bus. The CDLs would be awarded next week.

There was some speculation that 28 wouldn't be enough but they could not put a 40 passenger bus on that route now. We only had three of those buses doing routes and one back up. They didn't have a 32 passenger vehicle either. This summer they might be able to change buses along the way. He felt they were doing the best they could here. The problem was if they put the larger size on the route and then didn't fill the seats. They could purchase another 40 passenger bus but would have to change the application with DOT. They had been flexible in the past.

Councilor Seeds appreciated the information and hoped they could do everything possible to increase the services to fill the needs.

Chair Romero said they were making sure they could sustain services based on the budget and not promise the world. They were looking at reduced revenues but wanted to address the needs in these four counties as much as possible within budget constraints. It would be a challenge. This was their first scenario set and was glad to see them to help with the decisions. It was offered for approval here. Mr. Mortillaro would be coming back with revisions.

Mr. Mortillaro said they would incorporate these changes and take them to the Finance Committee who would forward their recommendation to the Board at the April meeting.

Commissioner Holian moved to accept the ten-year plan with changes noting flexibility. Commissioner Barrone seconded the motion and it passed by unanimous voice vote.

DISCUSSION ITEMS:

E. UPDATE OF THE JIM WEST REGIONAL TRANSIT CENTER

Mr. Mortillaro reported briefly. He said the proposals came in this morning. The building was still 95% completed. They were holding off on flooring right now.

Councilor Seeds asked about the parking lot.

Mr. Mortillaro said regarding the site work that the contractor was revising the change orders and he would see the final numbers on Monday. They went out and looked at the add alternates and dug 8-9 feet down and saw no water table so that was a good sign and that would reduce costs.

Councilor Seeds noticed a pool of water on top for several months and didn't percolate. He wondered if there was a water leak there.

Mr. Mortillaro said the water there was stagnant and had no chlorine in it. That area would become a detention pond at some point in the future. They were not getting high water bills and there was no water line from the city located there so it was evident the water was not from a water line leak.

F. FINANCIAL REPORT FOR FEBRUARY 2012

Ms. Muniz provided the financial report and explained it to the Board. It had 5 months of GRT. She said two checks from Rio Arriba got lost. She reviewed each county's information. Grant revenue had increased from NMDOT and the feds. Expenditure budget overall was at 67% of the year and the next four pages showed they were right at budget.

The title should say FY11 not FY 10. The last 3 pages were broken out by operations, administrative and capital expenditures.

Chair Romero like the graph presentations that were much more understandable.

Commissioner Barrone asked about the budget rate for gasoline.

Ms. Muniz said it was based on $4.50 per gallon.

Chair Romero thought it would affect driving patterns.

G. FINANCE/REGIONAL COORDINATION AND CONSOLIDATION SUBCOMMITTEE REPORT

Mr. Vigil had not additions to the report. He said at the last meeting they went through the revised personnel rules and regulations and talked about what was voted on earlier regarding the subcommittee membership.

Chair Romero said the personnel regulations and policy discussion and action were in the minutes.

H. EXECUTIVE REPORT FOR REBRUARY 2012 AND COMMENTS FROM THE EXECUTIVE DIRECTOR

Mr. Mortillaro said the report was in the packet and he had no added comments.

I. CLOSED SESSION

Commissioner Holian moved to go into executive session pursuant to NMSA 1978, Section 10-15-1.H(2) to discuss limited personnel matters. Councilor Rodgers seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo, San Ildefonso Pueblo, City of Santa Fé and City of Española voting in favor and none voting against.

The Board went into closed executive session at 11:42 p.m.

At 1:50 p.m. the Board returned to open session.

Chair Romero announced to the public that during the closed session no actions were taken and the only matters discussed were those allowed by NMSA 1978, Section 10-15-1.H(2) - limited personnel matters.

Councilor Rodgers moved that the Board adopt option 2 from the compensation study by Personnel Systems & Services as the basis for the Executive Director's pay. He further moved that the Board increase the pay for the Executive Director to the minimum of option 2 as the pay rate for the Executive Director (4.375% increase). Commissioner Barrone seconded the motion and it passed by majority roll call vote with Los Alamos County, Taos County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo and the City of Santa Fé voting in favor and San Ildefonso Pueblo and City of Española voting against.

Councilor Seeds explained that he voted against because he didn't feel this motion followed the protocol from October for a six month evaluation and this was just five months later.

MATTERS FROM THE CHAIR

Chair Romero announced that this was her last meeting and that Mayor Coss would be replacing her on the Board.

MATTERS FROM THE BOARD

There were no matters from the Board.

MISCELLANEOUS

The next Board meeting was scheduled for April 13, 2012 at 9:00 a.m. at a location to be announced.

ADJOURNMENT

Chair Romero adjourned the meeting at 2:00 p.m.

Approved by:

Rosemary Romero

Rosemary Romero, Chair

Attest:

Geoff Rodgers

Geoff Rodgers, Secretary-Treasurer

Submitted by:

Carl Y. Boaz

Carl Boaz, Stenographer